

2012 Military Health System CONFERENCE



Streamlining the Command Check-in Process

The MHS: Healthcare to Health

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Project Overview

- ✓ Check-In process averaged 8.42 days to complete
- ✓ 4 different processes depending on job status
- ✓ No process existed to verify check-in completed
- ✓ Military Officer process most difficult:
 - Included 19 stops & 3.28 miles to complete
- ✓ Civilian contract personnel process the shortest:
 - Included 8 stops and 1.97 miles to complete





Check-In Improvements

- ✓ 4 Check-In sheets consolidated into 1
- ✓ All required stops grouped by location
- ✓ SharePoint site established to monitor check-in progress and completion
- ✓ 6 unneeded stops eliminated





Results

- Average check-in time reduced by 4.56 days
- Distance walked by military officers reduced by 1.03 miles
- Distance walked by enlisted members reduced by 0.42 miles

